



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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4
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COMBAT CENTER ORDER P4400.2F

From: Commanding General, Marine Corps Air Ground Task Force Training
Command, Marine Corps Air Ground Combat Center
To: Distribution List

Subj: STANDARD OPERATING PROCEDURE FOR THE CONSOLIDATED SUPPLY
SUPPORT BRANCH (SHORT TITLE: SOP FOR CSSB)

Ref: (a) SECNAVINST 7320.10
(b) MCO P4400.150E
(c) MCO P4400.151B
(d) MCO P10150.1
(e) UM 4400.124
(f) MCO 4400.82F
(g) MCO 4050.38C
(h) MCO P4450.7E

Encl: (1) LOCATOR SHEET

1. Situation. To promulgate Standard Operating Procedures and policies for the Consolidated Supply Support Branch, which is a consolidation of the former Property Control Office and Direct Support Stock Control.

2. Cancellation. CCO P4400.2E and CCO P4400.5C.

3. Mission. The Consolidated Supply Support Branch (CSSB) supports base, tenant and visiting units with supply and maintenance support in the areas of garrison property, plant property, and organic property (Headquarters Battalion only). CSSB provides retail hazardous material stock, and maintains a free-issue inventory of hazardous materials. Bill of material support is provided to training units for consumable supplies. CSSB acts as a liaison for all bulk ground fuel issues, and fuel key requests.

4. Execution. Effective upon receipt, commanding officers, directors and officers-in-charge will ensure their representatives and assigned responsible officers become familiar, and stay current, with the contents of this Order. This Order should be read in its entirety, and used in conjunction with the guidance provided in references (a) through (h).

a. Concept of Operations. This Order combines policies and procedures of the former Property Control and Direct Support Stock Control Branches, and contains major revisions.

b. Coordinating Instructions. Recommendations concerning the contents of this Order are invited. Such recommendations are to be forwarded to the Commanding General (Attn: Director, Installations and Logistics) via the appropriate chain of command.

5. Administration and Logistics. Distribution Statement A-2 directives issued by the Commanding General are distributed via e-mail. This Order can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj>.

6. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order is applicable to the Marine Corps Total Force.

A handwritten signature in black ink, appearing to read "F. M. Stewart", with a large, sweeping flourish at the end.

F. M. STEWART
Chief of Staff

DISTRIBUTION: A-2

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LOCATOR SHEET

Subj: STANDARD OPERATING PROCEDURE FOR THE CONSOLIDATED SUPPLY SUPPORT BRANCH
(SHORT TITLE: SOP FOR CSSB)

Location: _____
(Indicate the location(s) of the copy(ies) of this Manual.)

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Signature of Person Incorporated Change

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CHAPTER 1

INTRODUCTION

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CHAPTER 1

INTRODUCTION

1000. MISSION. Provide supply support for government property and hazardous materials to include requisitioning, receipt, storage, recovery, issue and excess property disposal. Manage Headquarters Battalion T/E assets, minor government property (individual value of less than \$100K), and Plant Account Property. Maintain property accounting records, and provide Personnel Support Equipment (PSE) to all Combat Center and tenant activities. Operate an intermediate level retail supply operation for the sale of consumable hazardous materials to all units aboard the Combat Center. Provide customer service and consumable supply support to training units by ordering, receiving and issuing bills of material for their consumable supply requirements.

1001. OFFICER IN CHARGE (OIC), CONSOLIDATED SUPPLY SUPPORT BRANCH (CSSB). The OIC, CSSB will perform functions of the Personal Property Manager under the direction of the Head, Logistics Division, Installations and Logistics Directorate per references (a) through (h). The OIC, CSSB has overall responsibility for garrison, plant and organic property, CAX Bill of Material support, and the operation of a retail Hazardous Material Minimization Center (HazMin Center), all effected in the name of the Commanding General. These supply administration duties shall include functions of requisition, receiving, storage, maintenance, issue, recovery, disposal of unserviceable assets and redistribution of unauthorized excesses. Additionally, the OIC, CSSB will maintain fiscal accountability for all accounts assigned, and will furnish the Combat Center Comptroller with documentation and information as requested, via the Head, Logistics Division.

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CHAPTER 2

RESPONSIBLE OFFICER DUTIES

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CHAPTER 2

RESPONSIBLE OFFICER DUTIES

2000. RESPONSIBLE OFFICER

1. A Responsible Officer (RO) is any individual, military or civilian, acting in a command or supervisory capacity. An RO is responsible for all property issued, whether garrison property, plant property or organic Table of Equipment (T/E) property. The property may be for use by the RO, the RO's subordinates or others under the control of the commander or activity supervisor. Responsibilities are inclusive of all public property possessed, even when not formally receipted for by memorandum record.

2. Responsible Officers are appointed in writing by the Commanding General. A sample RO appointment letter is provided as appendix (A). Acceptance of this appointment will be in writing in the format shown in appendix (B). The original copies of both the appointment and acceptance letters will be retained at CSSB, with copies to the RO.

a. Tenant units must submit a letter nominating the person to be appointed. A sample nomination form letter is provided as appendix (C).

b. In the event that a designated responsible officer is absent for more than 30 days due to official orders, illness, injury, etc., a relief will be designated, in writing, in the same format as shown in appendix (A).

2001. RESPONSIBLE OFFICER DUTIES

1. The designated responsible officer will administer property control for the assigned account by accomplishing the following:

a. Have in their possession and in serviceable condition the articles of authorized material required for the performance of the unit/activity mission.

b. Ensure that material is properly maintained, safeguarded, and utilized.

c. Determine that equipment on hand is complete and in serviceable condition by frequent inspections and physical inventories.

d. Ensure that assigned officers, enlisted personnel, and civilians are properly instructed in the care, use, and maintenance of public property.

e. Maintain records of the status of all equipment on charge, to include requisitions, repair requests, Equipment Custody Records (ECR's), Hand Receipt and/or Consolidated Memorandum Receipts (CMR).

f. Designate, in writing, one or more authorized representatives to receipt for property. Provide the OIC, CSSB the names of personnel so designated in the format appearing in appendix (D).

g. Report immediately to the unit commander/OIC/civilian supervisor and CSSB when physical loss, damage, or destruction of property occurs.

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- h. Report to the OIC, CSSB all on-hand property that is not included on the Hand Receipt and/or CMR.
- i. Request disposition instructions for excess/unserviceable property.
- j. Inventory all property upon relief and effect a reconciliation and settlement of the property records.
- k. Ensure that property is sub-custodied to the section/individual having physical control.
- l. Ensure that on-hand T/E assets are within allowances reflected on the Commanders Non-FMF Allowance List and the CMR. Allowance increase requests should be in the format shown in Appendix (E).
- m. Report discrepancies in property receipts to the OIC, CSSB in the format shown in appendix (F).
- n. All newly assigned responsible officers will report to the OIC, CSSB prior to assuming responsibility for the property. The OIC, CSSB will instruct the responsible officer concerning the RO's assigned duties and responsibilities.
- o. Inventory the account and reconcile with CSSB quarterly in accordance with the current edition of reference (g).
- p. Review Appendix (E) for additional guidance. Use as an outline of specific duties required to effectively control property.

2002. RELIEF OF RESPONSIBLE OFFICER

- 1. The responsible officer being relieved will account for overages and shortages prior to transferring the responsibility for the property on the account to the new responsible officer. Overages/shortages or unserviceable items will be processed in accordance with the current edition of reference (a) and this Order.
- 2. When circumstances permit, a joint physical inventory by both the old and new responsible officers will be conducted for all items appearing on the unit's latest copy of the Hand Receipt/CMR. When satisfied that the property reflected on the Hand Receipt/CMR is physically on-hand, or properly accounted for, the new responsible officer will report to the OIC, CSSB to reconcile and sign the original Hand Receipt/CMR maintained by CSSB. This action will be completed within 15 days after the date of appointment of the new RO, and prior to the detachment of the individual being relieved. The new responsible officer will prepare a list of discrepancies resulting from his initial inventory and provide the report to the OIC, CSSB. The relieved responsible officer will retain liability for all property that was not located by the new responsible officer.
- 3. Authorized Representatives. Responsible officers may designate one or more individuals as authorized representatives for receiving property. An authorization letter from the RO, with sample signatures must be provided to the OIC, CSSB. An example is provided as Appendix (D).

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CHAPTER 3

GARRISON PROPERTY

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CHAPTER 3

GARRISON PROPERTY

3000. GARRISON PROPERTY

1. Per references (a) through (g), Garrison Property is defined as those items used, but not consumed, to produce goods or services in support of the Department of the Navy's mission. Garrison Property includes: office equipment, industrial plant equipment, vehicles, material handling equipment, automated data processing equipment, government furnished equipment, and other types of assets including leased assets. Garrison Property is classified as: capitalized, minor, pilferable, sub-minor, government personal property in the possession of contractors, and leased personal property. The following are definitions of the various categories of property:

a. Capitalized Personal Property. An asset with a recorded cost equal to or greater than \$100,000.00. Capitalized assets are depreciated based on the asset's useful life and value. Capitalized assets are reported on the Department of Defense's annual financial statements.

b. Minor Personal Property. An asset with a recorded cost equal to, or greater than, \$5,000.00, but less than \$100,000.00.

c. Pilferable Personal Property. An asset that is portable, can be easily converted to personal use, is critical to the activity's business/mission, and is hard to repair or replace. No dollar value threshold is specified. The Consolidated Supply Support Branch will maintain a list, approved by the Commanding General, of all items that are considered Pilferable Personal Property.

d. Sub-minor Personal Property. An asset that is less than \$5,000.00 and does not meet the criteria for pilferable, classified, or sensitive. There are no financial reporting requirements for this category of personal property and no mandated accountability requirements except those established at the section level.

3001. MINOR PERSONAL PROPERTY PROCEDURES

1. The CSSB Garrison Property Section supports two different types of organizations: Training Command subordinate units and tenant units. All Garrison Property supply accounting records will be established and maintained by the CSSB Garrison Property Section.

a. An RO will be appointed in writing by the Commanding General or his designated representative (Head, Logistics Division) as shown in appendix (A). All tenant units must complete a "Nomination as Responsible Officer letter" before the CG will appoint an individual as a responsible officer as shown in Appendix (C).

b. A complete records reconciliation for all garrison property will be conducted by the responsible officer at least semi-annually for Training Command units and quarterly for all tenant units. In addition, on a triennial basis and a Commanding General's Change of Command, a CSSB inventory team will conduct a base wide physical inventory. Upon completion of each reconciliation and inventory, the responsible officer will report to CSSB to reconcile their Hand Receipt.

c. Acquisition of new equipment will be based upon priority of the requisition and availability of funds. If funding is not available, the request will be placed on a back order list. If the unit has its own funding they can complete a requisition and bring it to the CSSB Garrison Property Section for approval. Upon

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receipt of any Minor Property funded by a Tenant or Training Command unit, a copy of the receipt must be provided to the CSSB Garrison Property Section.

3002. SUPPLY INVESTIGATIONS

1. In accordance with reference (a), upon an item becoming missing, lost, stolen, recovered, or damaged a DD Form 200, shown in Appendix (P), will be filled out in accordance with OPNAVINST 5510.60L. In addition to the DD Form 200, a MLSR report may be required if the asset meets the criteria set forth in MCO 4340.1. The Responsible Officer will submit a Request for investigation as shown in Appendix (H). The CG's designated representative will endorse requests for investigations pertaining to garrison property and forward it to the appropriate Commander to convene an investigation. The Commander will appoint an investigating Officer (IO) to complete the investigation. Upon completion of the investigation, the Battalion Commander will endorse the investigation and return a completed copy with recommendations to the Commanding General (Attn: Head, Logistics Division). The Commanding General will provide a complete copy of the investigation, including recommendation concerning the disposition of the equipment to the OIC, Consolidated Supply Support Branch.

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PLANT PROPERTY

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CHAPTER 4

PLANT PROPERTY

4000. CAPITALIZED PERSONAL PROPERTY (PLANT PROPERTY)

1. Plant property is any asset with a recorded cost equal to or greater than \$100,000.00. Plant Property is divided into four categories:

- Class 1: Land
- Class 2: Buildings, Structures, and Utilities
- Class 3: Equipment other than Industrial Plant Equipment
- Class 4: Industrial Plant Equipment

2. All supply accounting records concerning Plant Property are established and maintained at the CSSB by the Plant Property Section.

a. A Responsible Officer will be appointed in writing by the Commanding General. All tenant units must complete a Nomination as Responsible Officer letter as shown in Appendix (C).

b. A complete records reconciliation of all Plant Property will be conducted by the Responsible Officer at least semi-annually for all Training Command units and quarterly for all tenant units. In addition, on a triennial basis and/or when the command changes Commanding General, a CSSB inventory team will conduct a base wide physical inventory. Upon completion of each reconciliation and inventory, the responsible officer will report to the CSSB to reconcile their Hand Receipt.

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CHAPTER 5

ORGANIC PROPERTY

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CHAPTER 5

ORGANIC PROPERTY

5000. TABLE OF EQUIPMENT (T/E) MISSION

1. The T/E section provides Headquarters Battalion with requisitioning, receipt, storage, distribution, accountability and disposal of T/E assets. The equipment allowances are based on T/E 7700 (HQBN), 7721 (Sgts Course) and a Non-FMF allowance list signed by the Commanding General. These allowances support the training and mission of Headquarters Battalion, which includes Tactical Training and Exercise Control Group (TTECG), Provost Marshall Office (PMO), Marksmanship Training Unit (MTU), and the Sergeants Course.

2. The T/E warehouse and office are located in building 1102. Normal hours of operation are 0730 - 1600, Monday through Friday (excluding holidays).

5001. CONTROLLED ITEMS

1. Per reference (f), all HQMC controlled items are accounted for via the Asset Tracking for Logistics and Supply System (ATLASS). This system provides the necessary reports to ensure all required items are either on-hand or on order, and ensures excesses are properly identified and reported.

2. All excess controlled items are reported using the WIR On Line Process Handler (WOLPH) program.

5002. APPOINTMENT OF RESPONSIBLE OFFICERS (RO)

1. An RO will be appointed in writing by the Commanding General as shown in Appendix (A). All tenant units must complete a "Nomination as Responsible Officer Letter" (see Appendix (C)) before the CG will appoint an individual as a responsible officer.

2. A complete records reconciliation of all T/E property will be conducted by the responsible officer on a quarterly basis. The R/O will then sign his Consolidated Memorandum Receipt (CMR) which is maintained by the CSSB T/E section. In addition, on an annual basis, CSSB personnel will conduct an inventory of all on-hand T/E assets.

5003. REQUEST FOR INVESTIGATION

1. Requests for investigation will be conducted in accordance with reference (a) for the loss, damage or destruction of government property. Requests will be initiated in writing by the responsible officer to the Commanding General (CG) via the CSSB Officer in Charge as shown in Appendix (H). The CSSB OIC will review and forward the request by endorsement to the Commanding General. The endorsement will include comments and recommendations.

2. Any government property, which qualifies for submission of an MLSR report, will contain a written follow-up report in the format of Appendix (I).

3. CSSB will conduct causative research for the discrepancy(ies). If CSSB administrative error(s) is/are the cause for the discrepancy, immediate

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corrective action will be taken and authorization to adjust the records will be requested by CSSB. If causative research does not identify the circumstances surrounding the loss, the OIC, CSSB will forward the request for investigation to the Commanding General (Attn: Logistics Division).

4. If the CG determines an investigation is warranted, a request for investigation will be forwarded to the Commanding Officer of the Unit responsible for the missing property. The Unit Commander will convene the investigation and assign a Staff Non-commissioned Officer (SNCO) or officer to conduct the investigation.

5. Upon completion of the investigation, the investigating officer will forward the completed report to the convening authority for approval. When the convening authority approves the report, the original signed completed report with all supporting documentation will be forwarded to the OIC, CSSB.

6. The OIC, CSSB will direct the appropriate adjustment to the property records as directed, and carry out any other approved recommendations of the Investigation Officer. The OIC, CSSB, will certify at the bottom of the last page of the report of investigation that the property records have been adjusted as directed and will include the document number(s) of the adjustment transaction(s).

7. After completing all actions, a signed copy of the final report will be retained in the voucher file for a period of five years.

5004. MONTHLY SERIALIZED WEAPONS INVENTORY

1. Once a month Headquarters Battalion identifies and appoints a SNCO to inventory and validate all on-hand T/E weapons and serial numbers. The appointed SNCO will report to the T/E section for a copy of a Consolidated Memorandum Receipt (CMR). This CMR will be utilized to conduct the inventory. Upon completion of the inventory, provide the T/E section a copy of the inventory report. Discrepancies identified in the report will be reconciled and reported to the Commander, Naval Surface Warfare Center, Crane, Indiana, if applicable.

5005. MILITARY UNIFORMS / NAVMC 604

1. The CSSB T/E section will assist Headquarters Battalion personnel with preparation of NAVMC 604 forms for special uniform requirements. Included are requests for maternity uniforms and uniforms for special duty assignments.

5006. T/E WAREHOUSE

1. The T/E warehouse maintains, issues and receives T/E assets to include all individual equipment and linen utilized by HQBN personnel. All equipment is accounted for and issued utilizing the Turbo SIRS software, Individual Memorandum Receipts (IMR) and Equipment Custody Records (ECR).

5007. PERSONAL EFFECTS

1. Per reference (g), the T/E warehouse provides storage for all HQBN Marines who become separated from or cannot care for their personal effects. This includes, but is not limited to, personnel that are in a U/A or deserter status, on unit deployment, confined to the brig, or hospitalized for an extended period of time.

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CHAPTER 6

GARRISON PROPERTY REPAIR

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CHAPTER 6

GARRISON PROPERTY REPAIR

6000. EQUIPMENT REPAIR

1. The repair of garrison property is managed by the CSSB Equipment Repair Desk. CSSB receives annual funding for the repair and maintenance of office equipment (copiers, facsimile machines, air conditioners, shredders, etc.) and Bachelor Quarters equipment (washers, dryers, refrigerators, etc.).

2. To initiate action to repair any of the listed items, or to inquire on the repair of other garrison property, call 830-6954.

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CHAPTER 7

WHOLE ROOM CONCEPT

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CHAPTER 7

WHOLE ROOM CONCEPT

7000. GENERAL INFORMATION

1. The Whole Room Concept (WRC) represents a commitment to improve the Quality of Life (QOL) for single service members. Also, WRC entails efforts to correct systemic deficiencies in procedures for procurement of furnishings for Bachelor Quarters (BQ). Basically, the concept entails refurbishing an entire barracks and procuring standardized suites of furnishings vice individual pieces of furniture.

2. WRC relies on a single contractor for each suite of furniture. The occupants of the BQ will be required to remove existing furniture from the rooms and the contractor will install all furnishing and furniture. Tenant units are discouraged from installing new furniture since furniture damages incurred when barracks occupants install the new furniture will not be repaired or replaced by the contractor. However, the contractor is required to replace any furniture damaged during installation. The ordering activity CSSB will utilize the "Package Room" series of catalogs for the current General Services Agency (GSA) contracts. These catalogs address Marine Corps specific requirements for successful execution of the WRC. This innovative procurement process provides the following benefits.

- a. Flexibility for year end buys.
- b. Quantity or volume discounts.
- c. Quality Control of product.
- d. Shorter lead-time.

7001. PROCEDURES

1. CSSB is responsible for the budgeting, coordination and execution of a seven year WRC plan. Coordination includes:

- a. Annual validation of the seven year schedule.
- b. Presenting recommendations to the Commanding General's staff and documenting approved schedule changes.
- c. Detailed requirement identification.
- d. Ensuring the Facilities Management Branch is appraised of requirements, so they can budget for painting and repairs.
- e. Requisition, receipt, issue and accountability for product.
- f. Collecting and monitoring product quality and service life data.

2. Facilities Management Branch is responsible for:

- a. Budgeting for the painting and repair requirements for each year's WRC BQs;

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b. Ensuring painting and repair requirements are accurately estimated and completed on time to minimize the unoccupied time for the BQ.

c. Monitoring the performance of any contracted painting and repairs.

3. Tenant units scheduled to receive WRC are responsible for providing resources and logistical coordination that include:

a. Publishing a Letter of Instruction (LOI).

b. Providing the requisite manpower, material handling equipment and transportation for movement of personnel and furnishings.

c. Storage of personal effects.

d. Removal and disposition of furnishings prior to painting and repair.

e. Redistribution of assets to upgrade other BQ space in their respective area of responsibility.

f. Delivery of unserviceable assets to Defense Reutilization Marketing Office and serviceable assets to CSSB.

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CHAPTER 8

UNIT DEPLOYMENT PROGRAM

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CHAPTER 8

UNIT DEPLOYMENT PROGRAM

8000. UNIT DEPLOYMENT PROCEDURES

1. Deploying units aboard the Combat Center are responsible for the accountability of garrison property assigned to the unit. Prior to a return/deployment of a unit, the RO will be assigned in writing in accordance with the guidelines set forth in reference (a). In the event that a rear party RO is not available, the Commanding Officer or the Executive Officer, 7th Marine Regiment, will appoint a RO from the Regimental S-4/Supply.

2. The RO of the deploying unit and the RO of the returning unit will conduct a joint inventory of all assigned garrison property. Upon completion of the inventory the new RO will sign for and accept the account.

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CHAPTER 9

HAZARDOUS MATERIAL MINIMIZATION (HAZMIN) CENTER

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CHAPTER 9

HAZARDOUS MATERIAL MINIMIZATION (HAZMIN) CENTER

9000. HAZMIN PROCEDURES

1. Per reference (b), the HazMin Center is a retail Navy Working Capital Fund operation, providing hazardous material support to all units aboard the Combat Center, whether resident, tenant or aboard for training. All items stocked in the HazMin Center are recurring use items. These items include bottled gases, POL's, paints, batteries, cleaning supplies and other items designated as hazardous. Hazardous materials required by units, but not on a recurring basis, will be ordered by the HazMin Center for the requesting unit, but will not become a stocked item. No other unit aboard the Combat Center is authorized to requisition hazardous material.
2. The HazMin Center office is located in building 1102T1, and the warehouse is located in building 1102. Normal hours of operation are 0730-1500, Monday through Friday (excluding holidays). Emergency support is provided 24 hours a day.
3. To purchase items at the HazMin Center, a HazMin credit card is required. A letter of authorization must be on file designating individual(s) authorized to purchase and receive hazardous material. A sample letter is shown in Appendix (J).
4. Customers will be provided a listing of all material procured at the HAZMIN Center at the check out counter.
5. HazMin personnel will assist customers in locating material and transporting bulk issues to the loading dock.
6. HazMin personnel will provide same day delivery of hazardous materials to the work sites of customers and pickup unused material and excesses when requested.

9001. HAZMIN CREDIT CARDS

1. HazMin credit cards will be requested by letter from the OIC, CSSB. Activities/Units will submit requests via their respective comptroller. The credit card will be provided within three working days after receipt of the request. A sample letter is shown in Appendix (K).
2. Lost credit cards should be reported immediately to the OIC, CSSB. Requests for replacement of these cards will follow the same procedures as requesting a new card.
3. Units are responsible for the use of the HazMin credit card. They are responsible for ensuring that O&M,MC funds are available to support purchases made.

9002. HAZMIN CATALOG

1. All items stocked in the HazMin Center are listed in the HazMin Catalog. The catalog is available on disk. Units desiring copies of the catalog should contact the CSSB Terminal Area Security Officer (TASO), building 1102, at 830-6537.

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9003. ITEMS NOT IN STOCK (NIS) OR LARGE REQUIREMENTS FOR STOCKED MATERIAL

1. Occasionally, a unit may have an immediate requirement for stocked items which are NIS or for which sufficient quantities may not be on-hand to meet the entire requirement. The following instructions apply:

a. If an item is NIS, a customer may notify the warehouse personnel at the checkout counter. They will in turn pass the information to the item manager. The item will be placed on order to replenish the stock. If the item is needed immediately, the requesting unit will coordinate their requirement with the HazMin Center Item Manager who will procure the item to meet the unit's required delivery date, if at all possible.

b. A unit may occasionally require large quantities of items which exceed normal HazMin Center stockage levels, in these instances units should coordinate large quantity requirements with the OIC, CSSB.

9004. BOTTLED GASES

1. Bottled gas issues are conducted on a direct exchange basis. Customers must turn in an empty cylinder of the same type and size requested. Cylinders must be serviceable with caps in place. Cylinders will not be temporarily loaned under normal circumstances. However, if a temporary loan is required a request must be submitted to the OIC, CSSB for approval.

9005. STOCKAGE OF NEW ITEMS (ADDITIONS TO STOCK)

1. New items are added to an issue point inventory upon request/recommendation of customers. Customers will submit a "Request for Load/Delete" form to the OIC, CSSB. A sample of this form is shown in Appendix (L). The OIC, CSSB will approve/disapprove the request and notify the customer. Request forms are available at the HazMin Center.

9006. DELETION OF MATERIAL FROM STOCK

1. Items will be deleted from inventory when the HazMin Center receives notification from customers the item is no longer required. Material will also be deleted from inventory if sufficient usage is not maintained to warrant continued storage.

9007. RETURN OF MATERIAL TO STOCK

1. Units may request that unused serviceable hazardous material originally purchased from the HazMin Center be returned to stock for financial credit. Material to be returned must be in condition code A, unused and with the original packaging intact. Units desiring to return material to stock for financial credit will submit a written request to the OIC, CSSB. A sample of the turn-in request letter is shown in Appendix (M). Units should also attach a copy of the purchase receipt.

SOP FOR CSSB

2. The letter will be endorsed by the OIC, CSSB indicating whether the material will be accepted for return to stock for credit or whether the material will be accepted into the "cost avoidance" free-issue inventory as outlined below. Units will comply with the instructions in the endorsement.

9008. COST AVOIDANCE STOCK (FREE ISSUE)

1. The HazMin Center will maintain an inventory of Cost Avoidance (CA) free issue stock. This inventory is comprised of material turned-in which is not a normal retail stock item, would be excess to the HazMin Center retail stock, or is serviceable yet partially used. These items will be provided at no cost to all MAGTFTC Activities, tenant commands, training units and participating DOD units within Southern California. Any Combat Center activity or unit aboard for training may check stock availability during normal HazMin Center working hours.

9009. TURN-IN OF COST AVOIDANCE STOCK (FREE ISSUE)

1. Units may request turn-in of any serviceable hazardous material item, even if partially used. Unserviceable or expired hazardous material should be turned in to the Hazardous Waste Center, Bldg. 2095. A written request listing all items to be turned in should be submitted to OIC, CSSB. A sample of this letter is shown in Appendix (M). CSSB will provide pick-up of items to be turned in upon customer request.

9010. HAZARDOUS MATERIAL INFORMATION SYSTEM

1. HazMin Center sales are recorded in the Hazardous Materials Management System (HMMS). This system, along with various internet sites will produce Material Safety Data Sheets (MSDS) for all items carried in stock. Customers will be provided with MSDS sheets at the time of purchase or issue from CA stock.

SOP FOR CSSB

CHAPTER 10

BILL OF MATERIALS (BOM)

	<u>PARAGRAPH</u>	<u>PAGE</u>
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SOP FOR CSSB

CHAPTER 10

BILL OF MATERIALS (BOM)

10000. BOM SUPPORT

1. A Bill of Material is an assembly of assets that are obtained for a scheduled project or exercise. BOMs are usually accomplished in support of Combined Arm Exercises (CAX) and other major exercises. There are five standardized BOM packages in support of CAX exercises; a package designed specifically for the Tactical Training and Exercise Control Group (TTECG), a package for food service general support; general administrative supply items, batteries, and hazardous material. These standardized BOM packages were developed from usage of previous CAX and are recommended for use by the Marine Air Ground Task Force (MAGTF) Commander as a guide in developing CAX BOM supply requirements.

2. Upon notification of an exercise, the supporting Combat Service Support Element will forward the required BOM format to the Ground Combat Element (GCE) and Air Combat Element (ACE) of the exercise force.

3. CAX BOM requirements must be provided to the OIC, CSSB sixty days prior to the required pick up of the material. Upon receipt, the CSSB BOM section will perform supply technical research on each item, requisition, receive and store requested items until the requested pick up date. Changes to the original BOM submission will not be accepted within 30 days of the requested pick up date. All changes to the originally submitted requirements must be provided to the OIC, CSSB in letter format.

4. The fuel BOM is addressed in Chapter (11) of this Order.

SOP FOR CSSB

CHAPTER 11

FUEL

	<u>PARAGRAPH</u>	<u>PAGE</u>
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PROCEDURES	11002	11-3
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SOP FOR CSSB

CHAPTER 11

FUEL

11000. FUEL SUPPORT

1. CSSB serves as the liaison between military units and the contractor supporting the Ground Fuel Issue Point for fuel keys and bulk fuel requests. This facility is located on Del Valle Rd, Bldg 2035. Bulk fuel is ordered for various storage sites aboard the Combat Center to include those established as part of the CAX program and other field exercises. CSSB does not handle aviation fuel.

2. Assistance will be provided by CSSB in obtaining fuel reports from the Fuels Automated System (FAS), upon request.

11001. FUEL KEYS

1. Fuel keys will be requested in letter format and addressed to the OIC, CSSB via the requesting units' Comptroller as per Appendix (N). Requested keys will be available for issue three working days after the requests are received.

2. Lost fuel keys will be reported immediately to the OIC, CSSB. Requests for replacement will be as per the paragraph immediately above.

3. Damaged fuel keys will be replaced upon request. The damaged key must be presented to CSSB prior to issuance of a replacement key.

11002. PROCEDURES

1. Customers who have a valid Fuel Master fuel key may pump their own fuel. Receipts are not provided.

11003. BULK FUEL SUPPORT

1. Delivery Requests. Requests for delivery of fuel will be submitted in letter format to the OIC, CSSB at least three working days prior to the requested delivery date as per Appendix (O).

2. Field Fuel Support. Planning for fuel support will be in accordance with applicable orders, directives and letters of instruction. CSSB will coordinate the ordering of all ground fuel at the Exercise Support Base. The exercise Combat Service Support Element will staff and operate the exercise fuel issue point. Close liaison with CSSB is recommended to ensure an adequate supply of fuel is available for the exercise. Fuel deliveries will only be made from 0700-1500 Monday through Friday, excluding holidays. Storage tanks must be set up and equipment operational prior to the initial delivery of fuel.

SOP FOR CSSB

CHAPTER 12

FINANCIAL MANAGEMENT

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NAVY WORKING CAPITAL FUND	12002	12-3
BUDGET PREPARATION	12003	12-4

SOP FOR CSSB

CHAPTER 12

FINANCIAL MANAGEMENT

12000. GENERAL INFORMATION

1. The OIC, CSSB is responsible for the administration and execution of three Standard Accounting and Budgeting Reporting System (SABRS) Standard Fund Administrator (SFA) accounts, which are Operations and Maintenance, Marine Corps (O&M, MC) funded, and a Navy Working Capital Fund (NWCf) account.

12001. SFA ACCOUNTS

1. The SFA accounts are defined as follows:

- a. SFA C3 - Funds the maintenance and repair of office equipment.
- b. SFA C4 - Funds the maintenance and repair of personnel support equipment, primarily pertaining to repair of washing machines, clothes dryers and refrigerators located in Bachelor Enlisted Quarters.
- c. SFA C8 - Funds the replacement, repair and cleaning of Headquarters Battalion Table of Equipment (T/E) assets.

Note: Administrative/operating supplies are purchased out of SFA C1, which is maintained by Center Logistics Division (CLD).

12002. NET WORKING CAPITAL FUND

1. The Navy Working Capital Fund is utilized for the purchase of retail stock for the Hazardous Materials Center. This account is divided into Budget Project (BP) and Fund Code (FC), which are reported separately to Marine Corps Materiel Command (MatCom), Albany, GA for the annual budget.

2. The Budget Projects are:

- a. BP28 - Hardgoods
- b. BP38 - Fuel

3. The Fund Codes within the Budget Projects are as follows:

- a. 8A - Automotive
- b. 8B - Engineer
- c. 8C - Communications and Electronics
- d. 8D - General Property
- e. 8E - Clothing and Textiles
- f. 8F - Fuel

SOP FOR CSSB

12003. BUDGET PREPARATION

1. The O&M, MC budget requirements vary per fiscal year. Higher headquarters directs preparation format and submissions are routed via the Head, Logistics Division to the Combat Center Comptroller.
2. The annual NWCF budget submission is requested by the USMC Materiel Command and is usually submitted during April or May each fiscal year.

SOP FOR CSSB

CHAPTER 13

WAREHOUSE OPERATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
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REQUESTS FOR ISSUE OF PROPERTY . . .	13001	13-3
TURN-IN OF PROPERTY	13002	13-3

SOP FOR CSSB

CHAPTER 13

WAREHOUSE OPERATIONS

13000. WAREHOUSE OPERATION

1. Per reference (h), the CSSB Warehouse Section provides receipt, issue, storage and equipment disposal functions for garrison property.
2. The warehouse issues garrison property to Training Command activities and tenant units.
3. Garrison property is not issued in support of training exercises.

13001. REQUESTS FOR ISSUE OF PROPERTY

1. RO requests for garrison property may be submitted in letter format to the OIC, CSSB or via email to the CSSB organizational mail box at cgmccagcccssb@29palms.usmc.mil. Upon receipt, approval and availability of material, an issue document will be prepared and forwarded to the Warehouse Section for issue. The RO will be contacted to receipt for the material. If items requested are not in stock, a requisition will be submitted for the items if funding is available. A backorder list is maintained for requested items when funding is not available. This list is updated with the ROs semi-annually, until CSSB is able to fund the request.

13002. TURN-IN OF PROPERTY

1. Responsible Officer requests for turn-in of equipment may be submitted in letter format to the OIC, CSSB or via email to the CSSB organizational mailbox at cgmccagcccssb@29palms.usmc.mil.
2. Turn-in of Serviceable Excess Equipment is accomplished as follow:
 - a. Serviceable Equipment Turn-in requests must contain the nomenclature, NSN (National Stock Number), quantity, unit of issue and unit price.
 - b. CSSB will coordinate a turn-in date with the RO or designated representative and perform a joint serviceability inspection of the material to be turned in to determine if the material may be returned to stock.
3. Turn-in of Unserviceable Equipment is accomplished as follows:
 - a. Unserviceable Equipment Turn-in requests must contain the nomenclature, NSN (National Stock Number), quantity, unit of issue, and unit price.
 - b. CSSB will coordinate a turn-in date with the RO, or designated representative. CSSB will physically inspect all material determined unserviceable by the RO. If CSSB concurs that the material is unserviceable, the warehouse section will prepare a 1348-1 disposal document for use by the RO for turning the material in to the Defense Reutilization and Marketing Office (DRMO). If CSSB determines the item is serviceable for re-issue, a 1348-1 turn-in document will be prepared, a signed acknowledgement receipt copy provided to the RO, and the material will be returned to stock.

SOP FOR CSSB

4. Responsible Officers are required to turn ALL unserviceable refrigerators in to CSSB. CSSB will ensure removal and proper disposal of Freon and deliver unserviceable refrigerators to DRMO.
5. ROs must obtain CSSB authorization to turn in equipment, appliances or furniture to DRMO.
6. Upon request, CSSB warehouse personnel will assist in the delivery, recovery, and installation of most major appliances aboard the Combat Center, i.e., washers, dryers, and refrigerators.

SOP FOR CSSB

APPENDIX A

APPOINTMENT LETTER
CG LETTERHEAD HEADING

4400
<OFFICE CODE>
<DATE>

From: Commanding General, Marine Air Ground Task Force Training Command,
Marine Corps Air Ground Combat Center
To: Responsible Officer, Account _____

Subj: APPOINTMENT OF RESPONSIBLE OFFICER FOR ACCOUNT NUMBER _____

Ref: (a) MCO P4400.150E
(b) MCO P10150.1
(c) CCO P4400.2F

Encl: (1) Consolidated Memorandum Receipt (CMR)
(2) Sample Acceptance Letter
(3) Sample Request for Investigation
(4) Sample Delegation of Authority Letter

1. Per the references, you are hereby appointed as the Responsible Officer (RO) for T/E Property for account number _____. You are responsible for the control, accountability, maintenance and safekeeping of all government property under your charge.

2. Enclosure (1) is provided to assist you with the inventory of your account. Within 15 calendar days from the date of this appointment, you will accomplish the following:

a. Contact the Consolidated Supply Support Branch (CSSB) T/E section for assistance in conducting a physical inventory of all government property on charge. Conduct a joint physical inventory to include serial number verification of all government property on charge with the relieved RO. Upon completion of the inventory, you are to validate your results with the formal property accounting records held at CSSB. The signed, original CMR will be maintained by CSSB; the duplicate copy of the CMR, together with copies of all interim receipts, will be maintained by you. Reconcile interim receipts for the property on charge to sub-accounts and/or individuals to ensure the accuracy and validity of signatures.

b. Prepare and submit a letter of acceptance to the Commanding General, Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center, Box 788100, Twentynine Palms, CA 92278 (Attn: Table of Equipment Officer). Enclosure (2) is a sample acceptance letter. If not satisfied with the condition of the records or other matters concerning your account, submit a list of discrepancies along with your acceptance letter. Any discrepancies which do not contain sufficient documentation to adjust the property records will be submitted with a request for investigation using enclosure (3).

c. If desired, prepare and submit a delegation of authority letter to the Commanding General (Attn: Table of Equipment Officer). You may designate, utilizing enclosure (4), one or more individuals authorized to receipt for government property on your behalf to be charged to your account. This authorization should be limited to key personnel and will be validated quarterly.

SOP FOR CSSB

Subj: APPOINTMENT OF RESPONSIBLE OFFICER FOR ACCOUNT NUMBER_____

3. You are to notify the Table of Equipment Officer no later than thirty days prior to your expected date of detachment, or when you will be absent in excess of thirty days from this command. This time frame is necessary in order to effect a proper relief with a replacement RO. You will be guided in the performance of duties by the references and such directives as are issued by competent authority. The CSSB T/E section will assist you in all matters pertaining to your account.

SIGNATURE

Copy to:
CSSB

SOP FOR CSSB

APPENDIX B

SAMPLE LETTER OF ACCEPTANCE
UNIT HEADING

4400
<OFFICE CODE>
<DATE>

From: Responsible Officer, Account # _____
To: Commanding General, Marine Air Ground Task Force Training
Command, Marine Corps Air Ground Combat Center (Attn: Center Logistics
Division)

Subj: LETTER OF ACCEPTANCE

Ref: (a) MCO P4400.150E
(b) MCO P10150.1

Encl: (1) CMR Discrepancy Listing

1. In accordance with the references, I hereby accept the responsibility for the quantities and serial numbers of government property listed on the original CMR, with the exception of the discrepancies listed on the enclosure.

2. Request appropriate adjustment(s) be effected to the CMR for the enclosed discrepancies (Note: requests for adjustments must contain a detailed explanation of the circumstances contributing to the discrepancy and be accompanied by supporting documentation.)

3. A request for investigation is being submitted for any discrepancies which do not have supporting documentation.

RO SIGNATURE

Copy to:
CO/OIC

SOP FOR CSSB

APPENDIX C

SAMPLE LETTER OF NOMINATION
UNIT HEADING

4400
<OFFICE CODE>
<DATE>

From: Commanding Officer Units name
To: Commanding General, Marine Corps Air Ground Task Force Training Command,
Marine Corps Air Ground Combat Center (Consolidated Supply Support Branch)

Subj: NOMINATION FOR APPOINTMENT OF RESPONSIBLE OFFICER TO
GARRISON PROPERTY ACCOUNT _____

Ref: (a) CCO P4400.34

1. Per the reference, the following individual is nominated
as the Responsible Officer for Garrison Property Account # _____ and
RUC # _____.

<u>Rank</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>INT</u>	<u>SSN</u>	<u>MOS</u>
MSGT	Marine	John	J.	132235868	0000

2. The current Responsible Officer for this unit is hereby relieved of all
responsibilities for this account, upon completion of a physical inventory and
acceptance by the relieving Responsible Officer:

<u>Rank</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>INT</u>	<u>SSN</u>	<u>MOS</u>
SSGT	Matchbox	Harold	L.	321558685	1111

3. The new Responsible Officer, prior to the relief of the previous Responsible
Officer, will conduct a physical inventory.

4. This nomination is effective Date.

Commanding Officer

SOP FOR CSSB

APPENDIX D

SAMPLE AUTHORIZATION TO RECEIPT FOR GOVERNMENT PROPERTY
UNIT HEADING

4400
<OFFICE CODE>
<DATE>

From: Responsible officer, Account _____
To: Commanding General, Marine Air Ground Task Force Training Command, Marine
Corps Air Ground Combat Center (Attn: Center Logistics Division)

Subj: AUTHORIZATION LETTER FOR ACCOUNT _____

Ref: (a) MCO P4400.150E
(b) MCO P10150.1

1. In accordance with the references, the personnel listed below are authorized to
receipt for all items of government property for account: _____
I accept responsibility for all items signed for by these personnel.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>SIGNATURE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. This letter supersedes all previous letters.

RO SIGNATURE

SOP FOR CSSB

APPENDIX E

SAMPLE MODIFICATION OF ALLOWANCE
CG LETTERHEAD HEADING

1000
21/LogDiv
12 Jul 01

From: Commanding General, Marine Air Ground Task Force Training Command, Marine
Corps Air Ground Combat Center
To: Total Force Structure Division (Code C53), Quantico, VA 22134-5001
Via: Commanding General, Training and Education Command

Subj: REQUEST FOR MODIFICATION OF ALLOWANCES (MOA)

Ref: (a) MCO 5311.1C

Encl: (1) NAVMC 11355 Request for MOA for TAMCN A81007G.

1. In accordance with the reference, the enclosed request for modification of allowance is submitted for approval.

By direction

SOP FOR CSSB

APPENDIX F

SAMPLE CMR DISCREPANCY LETTER
UNIT HEADING

4400
<OFFICE CODE>
<DATE>

From: Responsible Officer, Account _____
To: Commanding General, Marine Air Ground Task Force Training
Command, Marine Corps Air Ground Combat Center

Subj: DISCREPANCY LETTER

Ref: (a) MCO P4400.150E

1. Per the reference, the following discrepancies have been identified:

TAMCN	NSN	NOMENCLATURE	SERIAL#	DISCREPANCY
-------	-----	--------------	---------	-------------

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

2. Point of contact is the undersigned at extension _____.

RO SIGNATURE

SOP FOR CSSB

APPENDIX G

CHECKLIST FOR RESPONSIBLE OFFICERS

	<u>YES</u>	<u>NO</u>
1. Is there a copy of the letter appointing the Responsible Officer on file?	___	___
2. Is there a copy of the letter accepting the account on file?	___	___
3. Is there an up-to-date letter of individuals that are authorized to receipt for Responsible Officer supplies on file in the Consolidated Supply Support Branch office?	___	___
4. Does the Responsible Officer have access to the following orders: <div style="margin-left: 100px;"> UM 4400-124 MCO P4400.150C MCO 4570.15D MCO P10150.1 CCO P4400.2F </div>	___	___
5. Are Equipment Custody Records (ECR) maintained for sub-custody control on every custodial item signed out from Consolidated Supply Support Branch?	___	___
6. Are the ECRs maintained in NSN sequence?	___	___
7. Do the postings on the duplicate copies of the ECRs agree with the postings on the original maintained by the RO?	___	___
8. Are signatures on the original ECRs current? If not, what is the date of the oldest unsigned entry?	___	___
9. Is a complete inventory of custodial items conducted annually by the RO?	___	___
10. Is rapid and efficient action taken by the RO to reconcile discrepancies discovered in the account?	___	___
11. Are copies of invoices and other correspondence that affect accountable balance on the CMR maintained by the RO?	___	___
12. Is there a Property NCO for the account, and, if so, is he well informed?	___	___
13. Are unserviceable items turned in for repair or survey?	___	___
14. Are there any supply problems with CSSB? If so, what are they?	___	___
15. Is there a pending/completed file maintained on all requisitions submitted to the Consolidated Supply Support Branch?	___	___
16. Are service calls made for equipment in need of repair?	___	___

SOP FOR CSSB

	<u>YES</u>	<u>NO</u>
17. Is a logbook kept to record how frequently equipment is inoperable and why?	_____	_____
18. Are missing/lost/stolen/recovered items of equipment reported immediately to CSSB?	_____	_____
19. Does RO check with unit section heads to obtain precise requirements?	_____	_____
20. Is CSSB aware of the needs/requirements?	_____	_____
21. Does RO visit CSSB/monthly/bimonthly to verify account status?	_____	_____
22. Does RO understand their unit's long range plans (CSSB needs 6 months average lead-time for ordering)?	_____	_____
23. Is the RO's direct supervisor briefed quarterly on the status of the account?	_____	_____

SOP FOR CSSB

APPENDIX H

SAMPLE LETTER OF REQUEST FOR INVESTIGATION
UNIT HEADING

4400
<OFFICE CODE>
<DATE>

From: Responsible Officer, Account # _____
To: Commanding General, Marine Corps Air Ground Task Force Training
Command, Marine Corps Air Ground Combat Center (Attn: Center Logistics
Division)
Via: Officer in Charge, Consolidated Supply Support Branch
Subj: REQUEST FOR INVESTIGATION
Ref: (a) JAGMAN
(b) MCO P4400.150E

1. The property that I am accountable for is missing. Accordingly,
I am providing as much information as possible to determine whether an
investigation should be conducted in accordance with the references.

2. The following property may be subject to an investigation:

<u>TAMCN</u>	<u>NSN</u>	<u>U/P</u>	<u>T/P</u>	<u>CONDITION</u>
--------------	------------	------------	------------	------------------

3. I do/do not accept responsibility for its condition. I do/do not want to
voluntarily reimburse the government. (Choose Appropriate Response)

4. The following information is provided concerning the property's condition and
last known whereabouts:

NOTE: RO, you must state as much factual and precise information as possible in
this statement. The statement will have a direct impact on investigation decision
making.

RO SIGNATURE

SOP FOR CSSB

APPENDIX I

SAMPLE MLSR
UNIT HEADING

4400
CSSB

From: _____
Rank, Name: First, M.I., Last, SSN/MOS USMC
To: Commanding General, MAGTF TC, MCAGCC (Attn: Head, Logistics Division)
Via: (1) Officer in Charge, _____
(2) T/E Officer, CSSB

Subj: MISSING/LOST/STOLEN/RECOVERED GOVERNMENT PROPERTY

Ref: (a) UM 4400.15
(b) UM 4400.124

Encl: (1) Copy of Memorandum Receipt for Individual/Garrison Equipment
dtd _____

1. In accordance with the references, I report that I am accountable for the government property listed on the enclosure. In addition, the property is/has been missing/lost or stolen.

2. The circumstances pertaining to this report are:

(Signature)

SOP FOR CSSB

APPENDIX I (Cont)

FIRST ENDORSEMENT on ltr dtd _____

From: Officer in Charge, _____
To: Commanding General, MAGTF TC, MCAGCC (Attn: Head, Logistics Division)
Via: T/E Officer, CSSB

Subj: MISSING/LOST/STOLEN/RECOVERED GOVERNMENT PROPERTY

1. Forwarded. I recommend that this Marine be/not be (circle one) held responsible.

COMMENTS:

(Signature)

SECOND ENDORSEMENT on ltr dtd _____

From: T/E Officer, CSSB
To: Commanding General, MAGTF TC (Attn: Head Logistics Division)

Subj: MISSING/LOST/STOLEN/RECOVERED GOVERNMENT PROPERTY

1. Forwarded. After an informal investigation surrounding the loss/theft/damage of the Government Property above, I recommend that this Marine be/not be held responsible for the property. Additionally, I do/do not recommend administrative/disciplinary action.

COMMENTS:

T. E. OFFICER

SOP FOR CSSB

APPENDIX J

SAMPLE AUTHORIZATION TO PICK UP MATERIAL FROM HAZMIN
UNIT HEADING

4400
CSSB
DATE

From: (Authorized Official)
To: Officer in Charge, CSSB

Subj: PERSONNEL AUTHORIZED TO PICK UP MATERIAL

Ref: (a) CCO P4400.2F

1. Per the reference, the following personnel are authorized to pick up material
for _____.

NAME

RANK/GRADE

SIGNATURE

//signed//
Authorizing official

SOP FOR CSSB

APPENDIX K

SAMPLE REQUEST FOR HAZMIN CREDIT CARD
UNIT HEADING

DATE: _____

From: _____
To: OIC, CSSB
Via: COMPTROLLER _____

Subj: REQUEST HAZMIN CREDIT CARD(S)

1. It is requested that the following HazMin Center credit cards be issued with the following appropriation data.

<u>QTY</u>	<u>RUC</u>	<u>(14 DIGIT) JON</u>
_____	_____	_____

x _____

FIRST ENDORSEMENT

From: Comptroller, _____
To: OIC, CSSB

1. The requested card(s) are approved. The accounting data is correct.

2. Comptroller POC is _____ ext. _____

x _____

SOP FOR CSSB

APPENDIX L

SAMPLE REQUEST TO TURN-IN ITEM TO HAZMIN
UNIT HEADING

Date:

From:

To: OIC, CSSB

Subj: Turn in of Material

1. Request the following item(s) be turned in to the HAZMIN Center, Building 1102
_____ for credit _____ free issue stock

NSN	UI	NOMENCLATURE	QTY	UNIT PRICE
-----	----	--------------	-----	------------

RUC: _____ POC: _____ EXT: _____

JON: _____ S/ _____

From: OIC, CSSB Date:

To:

The item(s) listed above may be turned in to the HAZMIN CENTER.

_____ for credit _____ free issue stock

The item(s) must be in new unused condition to receive credit. Take the item(s)
and this letter to the SNCOIC of the Retail Store NLT _____.

APPROVED _____

TURN IN ACTION COMPLETED.

SIGNATURE

DATE

GEAR INSPECTED _____

GEAR RECEIVED _____

B6A's COMPLETED _____

Copy to: Storage Officer and Item Manager

SOP FOR CSSB

APPENDIX M

SAMPLE REQUEST FOR FUEL KEYS
UNIT HEADING

DATE: _____

From: _____
To: OIC, CSSB
Via: COMPTROLLER _____

Subj: FUEL KEY REQUEST

1. It is requested that fuel keys be issued with the following appropriation data:

RUC: _____
Vehicle number _____
Signal Code/Fund Code: A/ _____
Customer ID Code: _____ (USN for Navy and Marine Corps)
JON: _____ (6 digits... use the 4th thru 9th characters of
your 14 digit JON)
Org: _____ (4 digits... use the 10th thru 13th characters of
your 14 digit JON)
Fuel Type: _____ (MRR for unleaded, DL2 for diesel, or JP8)

Unit POC is _____ ext. _____

FIRST ENDORSEMENT

From: Comptroller, _____
To: OIC, CSSB

1. The requested keys are approved. The accounting data is correct.

2. Comptroller POC is _____ ext. _____

x _____

SOP FOR CSSB

APPENDIX N

DATE OF ORDER

FUEL TYPE

MRR

DL2

JP-8

QUANTITY

DELIVERY DATE

DELIVER TO

ALL DELIVERIES ARE TO BE MADE PRIOR TO NOON.

TWIN SCREWS

YES

NO

PUMP

YES

NO

POINT OF CONTACT

PHONE NUMBER

RUC

SIG/FUND

A/

JON

ORG

Do not write below this line

CIS

FORWARDED BY

PHONE NUMBER

NET QUANTITY RECEIVED/BILLED

SOP FOR CSSB

APPENDIX O

SAMPLE FOR NEW ITEM LOAD

29P 4450/3 (8-88)

REQUEST FOR LOAD/DELETE

NSN 0000-01-H00-9001

T & R CONTROL NUMBER**INSTRUCTIONS**

- a. **DO NOT** submit for one-time, non-recurring requirements for nonstocked items where submission of a requisition to the **CUSTOMER SERVICE UNIT** will satisfy requirements.
- b. Allow **90 days** leadtime for obtaining new items.
- c. Submit completed form to **OFFICER IN CHARGE, DIRECT SUPPORT STOCK CONTROL OFF, MCAGCC 29 PALMS, CA 92278.**
- d. System items with known NSN complete blocks 1, 2, 3, 4, 8, 9, 10, 11, 12, 13, 14
- e. Non-system items complete blocks 1 through 14

1. Check appropriate box ☐ SELF SERVICE ☐ SHOP STORES ☐ FUEL ☐ SUBSISTENCE

2. NSN/LSN

3. EST 30 DAY USAGE

4. INITIAL REQUIREMENT

5. ISSUE POINT

6. UNIT OF ISSUE

7. UNIT PRICE

8. DATE REQUIRED

9. END ITEM APPLICATION

(Must be completed)

10. NOMENCLATURE/DESCRIPTION

NON-SYSTEM ITEMS ONLY

CATALOG NO

MFG PART NO.

MFG NAME

MFG ADDRESS

11. JUSTIFICATION/ADDITIONAL INFORMATION

12. SIGNATURE, SUPPLY OFFICER

DATE

13. PERSON TO CONTACT

PHONE

14. ORGANIZATION/ACTIVITY

THIS SECTION FOR DSSC USE ONLY☐ APPROVED

SIGNATURE, OIC, DSSC

REMARKS

☐ DISAPPROVED

DATE

1-3

8-20

23-24

25-28

29-33

34-38

39-43

44

BMN

NSN

U/I

PLT/OL

ROP

RO

RD

D

45

47-49

54

55-62

63-66

68

69-70

76-77

78-80

DEM

SSC/RIC

SSC

SUP

DATE

SAC

MEC

IP

ORIG

SOP FOR CSSB

APPENDIX P

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
PRIVACY ACT STATEMENT					
AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397.			ROUTINE USE(S): None.		
PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.			DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.		
1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER		3. DATE LOSS DISCOVERED (YYYYMMDD)	
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) <i>(Attach additional pages as necessary)</i>		<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED	
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES <i>(Attach additional pages as necessary)</i>					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>		b. TYPED NAME <i>(Last, First, Middle Initial)</i>		c. DSN NUMBER	
d. SIGNATURE		e. DATE SIGNED			
12. (X one) <input type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS			
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>		d. TYPED NAME <i>(Last, First, Middle Initial)</i>		e. DSN NUMBER	
f. SIGNATURE		g. DATE SIGNED			
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>		e. TYPED NAME <i>(Last, First, Middle Initial)</i>		f. DSN NUMBER	
g. SIGNATURE		h. DATE SIGNED			
14. APPROVING AUTHORITY					
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>		e. TYPED NAME <i>(Last, First, Middle Initial)</i>		f. DSN NUMBER	
g. SIGNATURE		h. DATE SIGNED			

DD FORM 200, OCT 1999

PREVIOUS EDITION IS OBSOLETE.

SOP FOR CSSB

APPENDIX P

15. FINANCIAL LIABILITY OFFICER			
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>			
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY	
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER	
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>	
	j. SIGNATURE	k. DATE SIGNED	
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>			
<input type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> Do not intend to make such a statement.			
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.			
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. SOCIAL SECURITY NUMBER	
	g. SIGNATURE	h. DATE SIGNED	
f. DSN NUMBER			
17. ACCOUNTABLE OFFICER			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD			
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER	
	e. SIGNATURE	f. DATE SIGNED	

DD FORM 200 (BACK), OCT 1999